


MARYLAND WORKFORCE DEVELOPMENT SYSTEM

Maryland Policy Issuance

Policy Issuance No. 03-2013 Policy Information Guidance

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors

cc: WIA State Partners

From: Julie Squire, Assistant Secretary, 
Department of Workforce Development and Adult Learning

Date: August 15, 2013

Effective Date: March 5, 2014

Expiration Date: Until rescinded

GWIB Approval Date: August 11, 2013

Authority: WIA section 117(a)(b)

Subject: **Appointment of Local Workforce Investment Board Members**

1. **Purpose:** In the state plan, the state established a written policy and procedure that set forth criteria to be used by chief elected officials for the appointment of local workforce investment board members. This policy identifies the criteria for board appointments.
2. **Background:** The Workforce Investment Act (WIA) requires that local Workforce Investment Boards (WIBs) be created in each local area of the state. In partnership with the Chief Elected Official(s) (CEO), the WIB sets the policy and direction for the portion of the statewide workforce investment system within that local area. WIA identifies the minimum composition of these local workforce boards (section 117(b)(2)) and requires that such boards be certified by the Governor (section 117(a)).
3. **Policy:**

- A. In establishing the local Workforce Investment Board, the CEO may select individual members of the board serving the local area. In local areas consisting of more than one county, the CEOs must jointly agree on the appointments or establish a procedure to nominate members from a cross-section of the local area. The CEO must select the individual Board members who most fully represent the local area in a manner consistent with the requirements of Board composition established by WIA.

Local WIB Composition, in accordance with WIA section 117(2) *shall at a minimum* include:

- Representatives of business in the local area who –
 - Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policy making or hiring authority; Represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - Are appointed from among individuals nominated by local business organizations and business trade associations;
 - Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary education institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities; while the local WIA Title II Adult Education is a mandatory representative;
 - Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;
 - Representatives of community based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);
 - Representatives of economic development agencies including private sector economic development entities; and
 - Representatives of each of the one-stop partners.
- B. Local WIB Composition, in accordance with section 117(2) *may* include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. Also, a majority of the members of the local board shall be representatives of business in the local area as described above and the Chair *must* be elected from the private sector members.

It is the intent of the State to provide as much flexibility as possible and to promote the active and ongoing partnership between the Chief Elected Officials and the local Workforce Investment

Boards. Current CEOs, in their transition planning, are encouraged to continue to work closely together to ensure the unique needs of their local labor market are met through cost effective program design, oversight and performance accountability.

4. Action Required by LWIB:

All Local Workforce Investment Boards and Chief Elected Officials must follow the above policy.

5. Inquiries:

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